

Job Opportunity Bulletin

Post Date: MAY 18, 2015

HOUSING & COMMUNITY DEVELOPMENT REP. II

Salary Range: \$4,711 - \$5,900
Permanent, Full Time

FINAL FILING DATE: JUNE 9, 2015

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position helps to implement the Department of Developmental Services' critical initiative to develop, monitor and coordinate sustainable housing resources, including those developed under the Community Placement Plan (CPP) authorized in Welfare and Institution Code Section 4418.25.

For complete duties, please see the duty statement on the following page.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Affordable housing and economic development trends.
- ❖ Principles and practices related to public administration, budgetary preparation and control.
- ❖ General underwriting of real estate transactions.
- ❖ Practices of housing acquisition and development, economic and community development functions, including construction, renovation, and funding mechanisms.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please include the **basis of your eligibility (list eligible or lateral transfer)** and **position #473-214-8962-102** on your application.

Minimum qualifications (MQ's) will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.

This position is subject to Re-employment/SROA/Surplus clearance.

Please refer to:

Position #473-214-8962-102

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Housing and Community Development Representative II	DIVISION/BRANCH Community Services Division Office of Community Operations
EMPLOYEE NAME	SECTION/UNIT Community Development and Housing Section
POSITION NUMBER 473-214-8962-102	EFFECTIVE DATE

SUMMARY: The incumbent functions as fully experienced journey person, performing difficult, complex, and sensitive analytical and administrative assignments related to the Department's initiatives to create community housing, statewide, for individuals who have an intellectual or developmental disability and who may have previously resided in an institutional setting. Under general direction of the Community Program Specialist IV, the Housing and Community Development (HCD) Representative II independently performs a wide range of critical functions, which include varied and technically difficult assignments related to housing projects. The HCD Representative II assists with the coordination, development, and implementation of housing programs. The position is primarily responsible for evaluating housing proposals and related financing submitted by Regional Centers, in collaboration with a designated Non-profit Housing Organization (NPO), requesting CPP funds for site acquisition, rehabilitation, or funds for new construction. The position includes monitoring housing projects to ensure projects are completed consistent with state and federal laws. The position also assists with conducting research and assessment of statewide housing needs, and administering and regulating Community Placement Plan (CPP) funds. In addition, the position provides technical assistance to regional centers, and other non-profit and governmental agencies on laws, regulations, and programs related to financing, local planning, and developing accessible, affordable housing that will benefit extremely low income individuals that receive regional center services. The HCD Representative II also may assume lead responsibility or act as a team leader on housing-related assignments. This position requires excellent analytical, critical thinking, and writing skills, detailed management of data, and experience in collaboration on the development of housing projects.

EXAMPLES OF DUTIES:

25% Acts as a lead housing staff and project liaison with staff, the regional centers, and other agencies associated with the development of housing, including other state and non-profit agencies. Prepares or reviews housing proposals, and participates in program planning. Assists with planning, developing, and implementing DDS housing programs. Reviews and makes preliminary determination of CPP proposals by regional centers, including the development of housing owned by non-profit housing entities, and the oversight on the completion of milestones related to housing projects, including predevelopment, acquisition, renovation, or construction of housing, primarily funded under CPP. Prepares summaries and recommendations for DDS management to review proposals and to support staff recommendations.

- 25% Ensures accountability consistent with Department-issued guidelines. Monitors achievement of milestones related to housing projects, and conducts reviews of regional centers and other agencies for continuing compliance. Assists in providing oversight related to the interagency agreement between the Department and HCD for ongoing monitoring of the Department of Developmental Services-Rental and Department of Developmental Services-Affordable Housing projects. Reviews real estate documents and analyzes strategies for acquiring, developing, monitoring, and maintaining housing projects. Provides input to the development of guidelines and compliance standards for monitoring and evaluating housing programs in conformance with all pertinent State and Federal requirements. Prepares Request for Proposals or alternate application procedures and evaluates project feasibility.
- 20% Maintains, compiles, and analyzes program, data, fiscal, and legislative information as required to provide information to policy makers on housing program and initiative objectives, housing trends and problems, Legislative Reports, and controlled correspondence. Maintains data and provides reports to the Department on state, national, and international trends and problems in housing. Identifies and assesses housing needs for individuals who have an intellectual or developmental disability. Processes and maintains records of disbursement and repayments, makes cash flow projections, and analyses of other financial information.
- 10% Provides technical assistance and training to regional centers and other agencies such as the Department of Health Care Services, HCD, California Housing Finance Agency, Association of Regional Center Agencies on the Department's initiatives, including housing-related issues and the submission of housing proposals and specific requests for project acquisition and renovation funded under CPP. As needed, provides recommendations to regional centers and other agencies on available housing, community, and economic development financing resources and complex housing development programs. Develops materials to assist with the application process and implementation of housing programs. Conducts site visits, and coordinates or participates in panel presentations and tele- or video conferences. Responds to telephone and written requests for information or assistance concerning the Department's housing initiatives. Works with local regional centers and other agencies to develop or ensure continuation of affordable housing opportunities.
- 10% Assists DDS management in providing direction on technical aspects of the housing program. Analyzes, interprets, and drafts procedures which specify the use and allocation of loan and grant funds. Examines housing issues, trends, and problems for policy impact. Reviews, analyzes, and drafts proposed legislation and regulations.
- 10% Attends meetings or conferences, and participates in other collaborative efforts with other divisions within the Department, other state departments, stakeholders and a variety other community entities.

SUPERVISION RECEIVED: Direct supervision is provided by the Community Program Specialist IV, Community Development and Housing Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sitting for extended periods of time while using a personal computer, reviewing documents, and making telephone calls. May require working under stressful conditions and irregular hours during peak workload periods. There may be occasional travel (up to 10 percent) associated with the position.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

Knowledge of: Computer programs (Outlook, MS Word, MS Excel); general housing and economic development trends; principles and practices related to public administration, budgetary preparation and control; general underwriting of real estate transactions; practices of housing acquisition and development, economic and community development functions, including construction, renovation, and funding mechanisms; general problems and planning principles in the development of low-income housing; legal procedures and documents in real property transactions; Federal and State laws and regulations pertinent to the financing and development of low- and moderate income housing; processes of community and group interaction in developmental disabilities planning procedures, in addition to current trends in the developmental disabilities system, public health, assistive devices and adaptive equipment, and public welfare, and governmental accounting procedures.

Ability to: Speak and write effectively; analyze data and present ideas and information effectively; review and edit written reports; reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing issues; establish and maintain project priorities; analyze situations accurately and take effective action; work professionally in multidisciplinary teams that include regional center and developmental center administrators, other state agencies, peers, the public, and others; provide technical assistance and consultation in the areas of housing development, housing finance, and economic and community development; develop and maintain harmonious relationships with professional personnel in the field related to the coordination and development of services and housing for individuals with a developmental disability.

CERTIFICATION OR LICENSE: None.